

Request for Official Transcripts

This is to request official transcripts or certified true copies of academic records, which are required for admission to International Christian University High School in Tokyo, Japan.

Student's Personal Information

Last name: _____	First name: _____
Date of birth (dd/mm/yyyy): _____	
Phone number: _____	
E-mail address: _____	
Home address while attending school: _____	
Grade(s)/Year(s) attended: From _____ to _____	
Dates attended (mm/yyyy): From _____ to _____	

Transcript Information

Requested Grade(s)/Year(s):	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9	<input type="checkbox"/> 10	<input type="checkbox"/> 11	<input type="checkbox"/> 12
Delivery method:							
<input type="checkbox"/> Parent will pick up.							
<input type="checkbox"/> By mail to the name and address below:							
Name:	_____						
Address:	_____						

Important Notes

<ol style="list-style-type: none">1. Please enclose the official transcripts or certified copies in an envelope with an official school stamp or signature of the issuer across the seal.2. Please indicate which, if any, of the classes are Honors or Limited English Proficiency classes.3. Please provide, if possible, explanation of abbreviations and/or codes used on the transcripts.
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Thank you for your cooperation.

Parent Signature

Date